SELF ENROLLMENT GUIDE

Accessing the PeopleSoft ELM:

Logging onto the **PeopleSoft ELM** can be accomplished three ways:

1. Type **http://myshare.in.gov** into your web browser and click the **Employee Training** link; or
2. Copy and paste the following link into your web browser.
   https://hr.gmis.in.gov/psp/lmprd/EMPLOYEE/EMPL/?cmd=login
3. Login from the IOT Security IRUA page (**http://www.in.gov/iot/IRUA.htm**). Select the bullet for Information Resources Use Agreement Training and Acceptance.

A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last 6 digits of the PeopleSoft ID number. The PeopleSoft ID number may be found on the back of the Indiana Government Center Access Control Badge, below the bar code. If the learner does not work on the IGC campus, the learner needs to contact their HR representative to obtain the PeopleSoft ID number. Learners may use their network password as the PeopleSoft password.

Self-Enrolling into a Course:

1.	Click the **Self Service** link.
2.	Click the **Learning** link.
3.	Click the **Browse Catalog** link.
4.	Select a category and click on the correct agency link to access the course catalog (Indiana Office of Technology).
5.	Review the course catalog offering by scrolling up and down the page and using the **Next** and **Previous** links in the upper right-hand corner of the screen.
6.	Upon locating the course (Information Resource Use Agreement Training), click the course link or the **Select** link to the right of the course title to open it.
7.	Click the **Enroll** button to enroll into the course. From this page, you may also: • Click the **Add to Plan** button to enroll at a later time; or • Click the **View Details** button to view additional information about the course.
8.	On the next page, click the **Submit Enrollment** button.
9.	Courses not requiring approval will be available to launch by clicking the **All Learning** link. The ELM will send an email notification to the supervisor of the learner for courses requiring supervisor authorization. Upon authorization, the learner will receive an email notification of approval to take the course.
10.	On the **All Learning** page, locate the course and click the **Launch** button.